

**The Department of New York**  
**Legionnaire of The Year Guidelines 2024-2025**

1. All candidate resumes will be judged on attendance at Post Meetings, Post Functions, hours spent working in and for the Post. Dedication, Leadership, Service to the Post, Fellow Veterans and the Community are important considerations. Please include a complete resume. To ensure impartiality in judging, the name, gender, Post name & number, County, District of the candidate **MUST** be omitted from the resume.
  - Elected officers (Department or District Level) will not be eligible.
  - If selected as Department Legionnaire of The Year you cannot be submitted as a candidate again.
  - Resumes will be returned if they do not conform to the rules above.
2. Posts need to submit their candidate to their County Legionnaire of The Year Chairperson.
3. Counties will then select a candidate from Post level and submit the winner to their District Legionnaire of The Year Chair.
  - **Deadline is March 1<sup>st</sup>.**
4. Districts select from their County Candidates.
  - **Deadline is April 1<sup>st</sup>.**
  - Please mail submissions to *Karissa R. Clairmont* – Program Coordinator – LOTY –The American Legion DNY – 1304 Park Blvd, Troy NY 12180
5. Posts, Counties and Districts may establish their own judging procedures for selecting their winners.
6. Past Department Commanders will judge and determine the Department Winner on a 1-10 scale. Their 1<sup>st</sup> choice candidate marked as “1”, and so on with 9 other candidates.
7. The Department Legionnaire of The Year is not awarded posthumously except when death occurs after a candidate name has been entered in the contest.
8. The winner will be presented with a plaque, plus receive one free overnight during the Department Convention and a Legionnaire of The Year legion cap.

**Consider the following suggestions when preparing your candidate essay;**

1. Identify the candidate(s) and have them prepare an outline of their background and accomplishments in the Legion.
    - Review for accuracy, position, dates etc.
    - Obtain all additional community involvement, veteran assistance, any other organizations.
    - Keep information in chronological order.
  2. The Post Committee should interview candidate(s) then select the best candidate. The resume will then be written into a narrative (essay) format.
  3. The resume should tell the story of the Candidate.
    - Do not use Bullet format.
    - Do not use gender specific wording (male, female, he, she, him, or her.)
    - Do not use any location information on Legionnaire – (County, Post, District)
    - Do not use religious affiliations, instead just say with the Church.
- Do use:
- They, their, them.
  - The Legionnaire
  - Our Candidate
  - Veteran
  - Member
4. This list is not all inclusive, use your imagination and you will come up with other words to enhance the candidates without identifying them.